

MoReq2010®

Modular Requirements for Records Systems

Test Framework

Test Module 301: Electronic components

Version 0.1 BETA

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# 301.0 Scope

## 301.0.1 Introduction

This test module tests requirements from the following sections of the MoReq2010® specification:

* **2. System Services**
* **4. Model Role Service**
* **5. Classification Service**
* **6. Record Service**
* **7. Model Metadata Service**
* **8. Disposal Scheduling Service**
* **10. Searching and Reporting Service**
* **11. Export Service**
* **101. Graphical User Interface**
* **102. Application Programming Interface**
* **301. Electronic Components**

Of these the major emphasis of the test module is placed on **301. Electronic Components**.

This test module should be used whenever the core services of MoReq2010® are being tested and must be tested after **Test Module 0: Familiarisation and training**.

Additional notes are provided to test centres for clarity throughout. From time-to-time the test scripts will be updated; be sure to check that you are using the most up-to-date version of the testing materials.

## 301.0.2 Access to component content

There are many different types of record system that manage many different types of record with many different types of component content. The supplier is responsible for providing a test system equipped with suitable applications that can access the content of components created as part of the records in this test module.

For example, if the test system manages records where the content of their components are PDF documents then the supplier must provide the test system with a PDF reader application installed so that the test centre can access, examine and verify the content of records and their electronic components (see test case **T301.2.4**).



# TEST MODULE 301: ELECTRONIC COMPONENTS

(To be completed by the test centre)

# 301.1 Observation record

Supplier name

Product name and version

Test centre name

Date of test

Test location

Supplier representative(s) present during testing

Test centre representative(s) present during testing

DLM Forum observer(s) present during testing

Test system technical architecture, hardware, software and operating system(s)

Test outcomes

Fill in with 🗹 or 🗷 to ensure all test outcomes are met

🞏 The test system was correctly configured prior to testing

🞏 The test system was not reconfigured during testing

🞏 The test module was completed in a single session

🞏 All test cases in the test module were completed, in order

🞏 All test cases in the test module were completed successfully

Refer to the individual test results for all test cases in this test module

Additional remarks or observations

# 301.2 Test script – Electronic components

All test cases in the test script for this test module must be completed in order before moving onto the next test case.

## T301.2.1 – Test case

### 301.2.1.1 Test case description

**Initial error check**

### 301.2.1.2 Test case preconditions

* Test system is operational
* Test data (see **Appendix 301.A Test Data**) are loaded onto test system
* Where the test system uses an API then a suitable test harness has been provided (see the **Test Framework: Overview and Instructions, 4.1 Providing a test harness for API interfaces**)
* The test system has been configured with suitable applications installed so as to access and examine the contents of electronic components in test case **T301.2.4** following their creation in test case **T301.2.3** (see **301.0.2 Access to component content**)
* The test system has been configured, under **R2.4.13** such that performing any function system wide will generate an event under **R2.4.15** and **R2.4.16** – in other words, all function definitions must have their Generate Event Flag (**M14.4.34**) set
* The test system has been configured, under **R2.4.20** such that the events generated by all functions system wide will be retained by residual entities – in other words, all function definitions must have their Retain On Destruction Flag (**M14.4.88**) set
* The test system has been configured, under **R4.5.8** such that every access control list is set to inherit all roles, not just administrative roles – in other words, the Include Inherited Roles Flag (**M14.4.43**) for all access control lists for all entities is set by default

### 301.2.1.3 Test case steps (instructions)

* Before logging into the test system take a copy of the external error log, under **R2.4.7**

### 301.2.1.4 Test case post-conditions (expected result)

* Errors in the external error log must contain at least the information listed under **R2.4.7**

### 301.2.1.5 Notes to test centre

* Check whether there are any errors generated by functions failing to perform under **R2.4.8**
* Note that **R2.4.8** is not tested directly unless an error occurs during testing, instead it is tested indirectly through this test case

### 301.2.1.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.2 – Test case

### 301.2.2.1 Test case description

**Initial compliance check**

### 301.2.2.2 Test case preconditions

* **T301.2.1** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.1** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.2.3 Test case steps (instructions)

* Log into the test system as user **Usr.301.1** under **R3.4.1**
* Generate the compliance report for the test system under **R2.4.5**

### 301.2.2.4 Test case post-conditions (expected result)

* User **Usr.301.1** logs in successfully
* The compliance report contains all of the information and metadata required by **R2.4.5** and **R2.4.2**
* Specifically, the compliance report must show compliance with, at least:
	+ **User and Group Service v1.x** (**cd532472-85b0-4c1c-82b4-5c8370b7d0e6**)
	+ **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**

**OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**

* + **Classification Service v1.x** (**10fea10e-9c2f-4760-9095-f4f9295f4b19**)
	+ **Record Service v1.x** (**ced3d0df-3f9f-4807-9e96-b5b790adad4a**)
	+ **Model Metadata Service v1.x** (**a600f8d0-2d58-418e-bb41-211d1fd42350**)

**OR Native Metadata Service v1.x** (**66bf4419-d92f-4358-8506-7ee9c06abdcd**)

* + **Disposal Scheduling Service v1.x** **(fd05e284-181f-4f5d-bd8c-4bed835c8931)**
	+ **Searching and Reporting v1.x** (**f09984a5-dd31-44d8-9607-22521667c78a**)
	+ **Export Service v1.x** (**2777ab81-057e-4aa4-9595-69459ec2dc1e**)
	+ **Electronic Components v1.x** (**13b6976c-2409-48ff-a576-a6f6662c5044**)
	+ **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**

**AND/OR Application Programming Interface v1.x** **(654633ec-8b17-4a3c-a483-436ee2bd506a)**

* The compliance report must use the UUIDs listed above, under **R2.4.23**

### 301.2.2.5 Notes to test centre

* Under **R6.5.19** the components of records created in the record service must be implemented in accordance with a plug-in module from the **300. Components Series**, in this case it must be **301. Electronic Components**
* Describe in the remarks how the user performs a compliance check

### 301.2.2.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.3 – Test case

### 301.2.3.1 Test case description

**Create records with electronic components**

### 301.2.3.2 Test case preconditions

* **T301.2.2** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.2** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.3.3 Test case steps (instructions)

* Find or browse to aggregation **Agg.301.1** in the record service and inspect it under **R6.5.9**
* Create a record under **R6.5.10** with electronic components under **R301.4.1** and the following metadata:
	+ Set Title (**M14.4.104**) to “Rec.301.1”
	+ Set Description (**M14.4.16**) to “Components are confirmed-delete (if possible)”
	+ Set Parent Aggregation Identifier (**M14.4.63**) to “Agg.301.1”
	+ Do not set Class Identifier (**M14.4.4**) – class is inherited from the parent aggregation
* IF the test system supports electronic components that require confirmation of their destruction then record **Rec.301.1** must be created with components that require such confirmation
* IF the test system supports records with multiple components then record **Rec.301.1** must be created with more than one electronic component (provided it also meets the previous criterion)
* Create a record under **R6.5.10** with electronic components under **R301.4.1** and the following metadata:
	+ Set Title (**M14.4.104**) to “Rec.301.2”
	+ Set Description (**M14.4.16**) to “Components are auto-delete (if possible)”
	+ Set Parent Aggregation Identifier (**M14.4.63**) to “Agg.301.1”
	+ Do not set Class Identifier (**M14.4.4**) – class is inherited from the parent aggregation
* IF the test system supports electronic components that are automatically destroyed at the end of their retention period then record **Rec.301.1** must be created with components of this type
* IF the test system supports records with multiple components then record **Rec.301.1** must be created with more than one electronic component (provided it also meets the previous criterion)
* Create a record under **R6.5.10** with electronic components under **R301.4.1** and the following metadata:
	+ Set Title (**M14.4.104**) to “Rec.301.3”
	+ Set Description (**M14.4.16**) to “Components are mixed confirmed-delete and auto-delete (if possible)”
	+ Set Parent Aggregation Identifier (**M14.4.63**) to “Agg.301.1”
	+ Do not set Class Identifier (**M14.4.4**) – class is inherited from the parent aggregation
* IF the test system supports records with multiple components then record **Rec.301.1** must be created with more than one electronic component
* IF the test system supports records with multiple components as well as electronic components that require confirmation of their destruction then record **Rec.301.1** must be created with at least one component that requires such confirmation
* IF the test system supports records with multiple components as well as electronic components that are automatically destroyed at the end of their retention period then record **Rec.301.1** must be created with at least one component of this type
* IF the test system makes component content directly accessible to users as datafiles under **R301.4.2** and **R301.4.3** then at least one of the components of one or more of the records **Rec.301.1**, **Rec.301.2** or **Rec.301.3** must be created with content accessible in this way (see test case **T301.2.4**)
* IF the test system provides access to component content indirectly by keeping a URL to it under **R301.4.2** and **R301.4.3** then at least one of the components of one or more of the records **Rec.301.1**, **Rec.301.2** or **Rec.301.3** must be created with content accessible in this way (see test case **T301.2.4**)

### 301.2.3.4 Test case post-conditions (expected result)

* Aggregation **Agg.301.1** is found successfully
* Record **Rec.301.1** is created successfully with the metadata given above
* Record **Rec.301.1** has electronic components that require confirmation of their destruction where the test system is capable of supporting such components of records
* Record **Rec.301.1** has multiple components where the test system is capable of supporting records with multiple electronic components that require confirmation of their destruction
* Record **Rec.301.2** is created successfully with the metadata given above
* Record **Rec.301.2** has electronic components that are automatically destroyed at the end of their retention period where the test system is capable of supporting such components of records
* Record **Rec.301.2** has multiple components where the test system is capable of supporting records with multiple electronic components that are automatically destroyed at the end of their retention period
* Record **Rec.301.3** is created successfully with the metadata given above
* Record **Rec.301.3** has multiple components where the test system is capable of supporting records with multiple electronic components
* Record **Rec.301.3** has at least one electronic component that requires confirmation of its destruction and at least one electronic component that is automatically destroyed at the end of its retention period where the test system is capable of supporting both these types of components of records
* At least one of the records created above (either **Rec.301.1**, **Rec.301.2** or **Rec.301.3**) has at least one component where its content is directly accessible as a datafile (if supported by the test system) as described in **R301.4.2** and **R301.4.3**
* At least one of the records created above (either **Rec.301.1**, **Rec.301.2** or **Rec.301.3**) has at least one component where its content is indirectly accessible via a URL (if supported by the test system) as described in **R301.4.2** and **R301.4.3**

### 301.2.3.5 Notes to test centre

* The test operator may create any type of record supported by the test system provided it has electronic components and provided it meets the other requirements of this test case
* The test centre must note in its observations whether the test system supports records with multiple electronic components (as well as what types of records with multiple electronic components it supports)
* The test centre must note in its observations whether the test system supports records with electronic components that require confirmation of their deletion (as well as what types of records and components require such confirmation)
* The test centre must note in its observations whether the test system supports records with electronic components that are automatically destroyed at the end of the retention period (as well as what types of records and components are destroyed automatically)
* The test centre must note in its observations whether the test system makes the content of records directly accessible to the user as a datafile, or whether it provides the user access to the component by providing a URI to its content
* If the test system supports both approaches then the test centre must note under what circumstances a component is created and accessed directly (by datafile) and when it is created and accessed indirectly (by URI)

### 301.2.3.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.4 – Test case

### 301.2.4.1 Test case description

**Browse records and their electronic components**

### 301.2.4.2 Test case preconditions

* **T301.2.3** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.3** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.4.3 Test case steps (instructions)

* Under **R6.5.17** browse the records in aggregation **Agg.301.1** and inspect them
* For each record in aggregation **Agg.301.1**, browse its electronic components in presentation order under **R301.4.7**
* For each electronic component of each record in aggregation **Agg.301.1**, inspect the component under **R301.4.7** and perform the following:
	+ Confirm that the component has a Title (**M14.4.104**) and a Description (**M14.4.16**) under **R6.5.19** (note down in the test observations how values for these elements are provided or automatically generated when the record is created)
	+ If the creation of the electronic component in test case **T301.2.3** has resulted in any additional contextual metadata being captured for the component by the test system under **R6.5.19** then note what additional contextual metadata elements are present and their values
	+ Confirm that the component has been given an Automatic Deletion Flag (**M14.4.3**) under **R6.5.19** and note whether the flag is set or cleared (in other words, is the value TRUE or FALSE)
	+ Confirm that the component has been given a Content Media Type (**M301.7.2**) under **R301.4.2** and **R301.4.5**, note down the value of this metadata element and confirm that it is a recognised MIME type
	+ If there is more than one component in record **Rec.301.1** then confirm that the component has been given a Presentation Order (**M14.4.84**) within the record under **R301.4.2** and **R301.4.4** and that the value given for Presentation Order is unique (note down the reason why the components have been ordered in the way they have been within the record)
	+ Note whether the content of the component is accessed directly as a datafile or indirectly as a URI under **R301.4.2** and if accessed via a URI note the value of the URI provided by the test system for this component
	+ Directly or indirectly access the digital content of the electronic component under **R301.4.3** and examine it using a suitable application provided with the test system (see **301.0.2 Access to component content**)
	+ Confirm that the digital content of the electronic component matches the value of the Content Media Type metadata element noted down previously
	+ Finally, browse and examine the events in the event history of the electronic component under **R2.4.19**

### 301.2.4.4 Test case post-conditions (expected result)

* Aggregation **Agg.301.1** has three records that were created in test case **T301.2.3**:
	+ Record **Rec.301.1**
	+ Record **Rec.301.2**
	+ Record **Rec.301.3**
* Each record has one or more components created automatically when the record was created in test case **T301.2.3**
* Each component has a Title and a Description generated by the test system on record creation and these are noted
* Some components may have additional contextual metadata elements applied to them by the test system and where these occur their values are noted
* Each component has an Automatic Deletion Flag that is set or cleared
* Each component has a Content Media Type with the value set to a valid MIME type
* Where there is more than one electronic component in a record, each electronic component has a unique Presentation Order
* Each component is accessible either directly as a datafile or indirectly via a URI
* Whether directly or indirectly the content of the component is accessed and confirmed to match the Content Media Type
* Each component has an event history which must contain events that reflect the following functions (in the order presented here):
	+ Electronic Component – Create (**F301.7.3**) *from the previous test case (****T301.2.3****)*
	+ Component – Inspect (**F14.5.44**) *from this test case*
	+ *Either*
		- Electronic Component – Get Content (**F301.7.4**)

*Or*

* + - Electronic Component – Get Content URI (**F301.7.5**)
	+ Component – Inspect Event (**F14.5.45**)
* Every event in each component’s event history has appropriate metadata values, for example, Event Timestamp (**M14.4.27**) is today’s date and correct time, Performed By User Identifier (**M14.4.83**) is **Usr.301.1**, etc.

### 301.2.4.5 Notes to test centre

* Note down how the test system generates the Title and Description for record components, these could echo the Title of the record, or they could be the original file names for the component datafiles in the file system, etc.
* Some test systems may generate additional contextual metadata elements at the component level when records are created, for example see this paragraph from the rationale to **R6.5.19**:

*It is possible that components will have their own individual contextual metadata. Where this occurs it is often metadata that is extracted from the content of the component by the MCRS on capture. For example, if the managed content is a digital photograph then the MCRS may extract Exif (Exchange image file format) metadata from the photograph and store it with the component entity as contextual metadata to enable better searching and discovery of the record.*

* The test system is not required to generate contextual metadata for components, however, where this is found during testing it should be noted in the test observations
* The Automatic Deletion Flag indicates whether the component content will be deleted automatically on destruction of the record or whether it must be separately destroyed and confirmed (see test case **T301.4.x**)
* It is important that all electronic components are provided with an accurate Content Media Type (these can be validated here [http://www.iana.org/assignments/media- types/index.html](http://www.iana.org/assignments/media-%20types/index.html))
* Media types may be generic (for example, “atom+xml”) or they may be proprietary (for example, “vnd.ms-powerpoint”)
* The use of Presentation Order is at the discretion of the supplier and hopefully has some rationale to it, for example, when capturing the components of a web page as a record the main HTML datafile might always be captured as the first component ahead of other datafiles that make up the webpage (such as images)
* It is important to note the reasoning behind the test system’s use of Presentation Order, where it is essentially random, or represents simple lexicographical ordering, then this should be noted as well
* The supplier is required to provide the test system already installed with a suitable application for accessing the digital content of the electronic component (see **301.0.2 Access to component content**)

### 301.2.4.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.5 – Test Case

### 301.2.5.1 Test case description

**Intermediate export of electronic component data and check of exported content**

### 301.2.5.2 Test case preconditions

* **T301.2.4** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.4** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.5.3 Test case steps (instructions)

* Export aggregation **Agg.301.1** from the record service under **R11.4.1** (including residual entities under **R11.4.2**)
* The text comment for the export under **R11.4.5** should be: “Test case T301.2.5: intermediate export of aggregation”
* IF the exported XML data contains embedded component content using Base64 encoding under **R301.4.8** then convert the embedded content back to a binary datafile (using a Base64 decoder) and check that the datafile matches the component content previously accessed in test case **T301.2.4**
* IF the exported XML data contains URIs to component content under **R301.4.8** then access the content URI and check that the datafile matches the component content previously accessed in test case **T301.2.4**

### 301.2.5.4 Test case post-conditions (expected result)

* The exported data has its own universally unique export identifier, under **R11.4.4**
* The exported data has the appropriate text comment, under **R11.4.5**
* The exported data matches that expected (\* see notes) under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**
* The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported
* The exported XML data is in Unicode, under **R2.4.28**
* All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28**
* All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**
* Where the exported data contains the embedded content of electronic components in Base64 encoding under **R301.4.8** then it can be successfully extracted from the XML data and converted back to a binary datafile and when accessed is the same as the content for this component accessed through the test system in the previous test case
* Where the exported data contains a URI to the content of an electronic component under **R301.4.8** then the URI can be used to access the datafile for the component content and when accessed this is found to be the same as the content for this component that was accessed through the test system in the previous test case

### 301.2.5.5 Notes to test centre

Suitable applications for converting Base64 encoded data can be found on the World Wide Web.

For example, see the free tool available at <http://www.motobit.com/util/base64-decoder-encoder.asp> (courtesy of Antonin Foller of the Czech Republic) that can encode and decode datafiles up to 10MB in size (be sure to use UTF-8 encoding and decoding in MoReq2010® XML export data in accordance with **R2.4.28**).

### 301.2.5.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.6 – Test case

### 301.2.6.1 Test case description

**Destroy records with electronic components**

### 301.2.6.2 Test case preconditions

* **T301.2.5** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.5** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.6.3 Test case steps (instructions)

* Under **R6.5.17** browse the records in aggregation **Agg.301.1** and inspect them
* For each record in aggregation **Agg.301.1** override its inherited disposal schedule (**DiS.301.1**) and replace it with disposal schedule **DiS.301.2** (destroy immediately) under **R6.5.15**
* For each record in aggregation **Agg.301.1** that only has electronic components that are automatically deleted on destruction under **R301.4.6**, find or browse to the record (taking into account **R10.4.17** and, where applicable, **R101.4.3**) and inspect it under **R6.4.17** to ensure that it is now a residual record – check that both the record and each of its components have been destroyed and that the content of each of the components is no longer accessible as it was previously in test case **T301.2.4**
* For each record in aggregation **Agg.301.1** that has a mix of components some of which are automatically deleted on destruction and some of which require confirmation under **R301.4.6**, find or browse to the record and inspect it under **R6.4.17**, ensuring the following:
	+ That the record is still active
	+ That the disposal status of the record indicates that it is awaiting destruction confirmation:
		- The Disposal Action Code (**M14.4.18**) is set to DESTROY
		- The Disposal Action Due Date (**M14.4.19**) is set to today
		- The Disposal Confirmation Due Date (**M14.4.20**) is set
		- The Destroyed Timestamp (**M14.4.17**) is cleared
	+ That each of the components of the record is still active under **R301.4.9** (including those which are to be automatically deleted on destruction)
	+ That each of the components of the record can still be accessed under **R301.4.3** (including the content of those components which are to be automatically deleted on destruction)
* Under **R8.4.16** browse and inspect all records due for disposal in aggregation **Agg.301.1**
* With assistance from the supplier go through the test system’s process for manually deleting the component content for those components that require confirmation of destruction (include how this is done in the test observations)
* Under **R8.4.20** confirm the disposal of component content for all records due for destruction within aggregation **Agg.301.1**
* Inspect each of the records for which destruction was confirmed and inspect it under **R6.4.17** to ensure that it is now a residual record – check that both the record and each of its components have been destroyed and that the content of each of the components is no longer accessible as it was previously in test case **T301.2.4**

### 301.2.6.4 Test case post-conditions (expected result)

* Aggregation **Agg.301.1** has three records that were created in test case **T301.2.3**:
	+ Record **Rec.301.1**
	+ Record **Rec.301.2**
	+ Record **Rec.301.3**
* The Disposal Schedule Identifier (**M14.4.22**) for each record is set to **DiS.301.2** (destroy immediately with no retention period) overriding the previously inherited disposal schedule (**DiS.301.1**) from class **Cls.301.1**
* Those records that contain only components that are automatically deleted on destruction of the record are immediately destroyed and become residual records
* Those records that contain a mix of components (both automatically deleted and requiring deletion confirmation) are not destroyed and none of the component content is destroyed and both the record and components remain active under **R301.4.9** (in other words, if the disposal were to be cancelled under **R8.4.18**, instead of being confirmed, under **R8.4.20** then this test is able to confirm that no content has been prematurely deleted before confirmation is received)
* Component content that requires confirmation of deletion is properly deleted from the originating system or data store in accordance with the supplier’s processes or guidelines (note the procedure taken to delete this content in the test observations)
* When destruction of records is confirmed under **R8.4.20** then both the records themselves as well as their electronic components are destroyed and become residual entities
* The content of residual components is deleted in its entirety and is no longer accessible either directly as a datafile or indirectly using a content URI

### 301.2.6.5 Notes to test centre

* If overriding the inherited disposal schedule does not immediately update the disposal status of the record in the test system then this can be requested by the user under **R8.4.14**
* In test case **T301.2.3** when these records were created the following records should have the following types of components (assuming that all these variations are supported by the test system):
	+ All components of record **Rec.3.1** are deleted automatically on destruction
	+ All components of record **Rec.3.2** require confirmation of deletion on destruction
	+ The components of record **Rec.3.3** are a mix of automatic deletion and confirmed deletion on destruction
* It is important to note that **R301.4.9** states that where a record contains a mix of components – some that require confirmation of deletion and some that are automatically deleted – then automatic deletion only takes place on confirmation of destruction, not when destruction is first due

### 301.2.6.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.7 – Test Case

### 301.2.7.1 Test case description

**Final data export**

### 301.2.7.2 Test case preconditions

* **T301.2.6** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.6** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.7.3 Test case steps (instructions)

* Export the record service under **R11.4.1** (excluding residual entities under **R11.4.2**)
* Export aggregation **Agg.301.1** from the record service under **R11.4.1** (including residual entities under **R11.4.2**)
* The text comment for each export under **R11.4.5** should be: “Test case T301.2.7: export of *<name>*”

### 301.2.7.4 Test case post-conditions (expected result)

* Each of the two sets of exported data has its own universally unique export identifier, under **R11.4.4**
* Each of the two sets of exported data has the appropriate text comment, under **R11.4.5**
* The exported data matches that expected (\* see notes) under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**
* The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported
* The exported XML data is in Unicode, under **R2.4.28**
* All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28**
* All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**

### 301.2.7.5 Notes to test centre

(\* see above) Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand

### 301.2.7.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.8 – Test Case

### 301.2.8.1 Test case description

**Final compliance check**

### 301.2.8.2 Test case preconditions

* **T301.2.7** (or equivalent) has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.7** (or equivalent) was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.8.3 Test case steps (instructions)

* Generate the compliance report for the test system (reference **R2.4.5**)

### 301.2.8.4 Test case post-conditions (expected result)

* The compliance report contains all of the information required by **R2.4.5**
* Specifically, the compliance report must show compliance with, at least:
	+ **User and Group Service v1.x** (**cd532472-85b0-4c1c-82b4-5c8370b7d0e6**)
	+ **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**

**OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**

* + **Classification Service v1.x** (**10fea10e-9c2f-4760-9095-f4f9295f4b19**)
	+ **Record Service v1.x** (**ced3d0df-3f9f-4807-9e96-b5b790adad4a**)
	+ **Model Metadata Service v1.x** (**a600f8d0-2d58-418e-bb41-211d1fd42350**)

**OR Native Metadata Service v1.x** (**66bf4419-d92f-4358-8506-7ee9c06abdcd**)

* + **Disposal Scheduling Service v1.x** **(fd05e284-181f-4f5d-bd8c-4bed835c8931)**
	+ **Searching and Reporting v1.x** (**f09984a5-dd31-44d8-9607-22521667c78a**)
	+ **Export Service v1.x** (**2777ab81-057e-4aa4-9595-69459ec2dc1e**)
	+ **Electronic Components v1.x** (**13b6976c-2409-48ff-a576-a6f6662c5044**)
	+ **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**

**AND/OR Application Programming Interface v1.x** **(654633ec-8b17-4a3c-a483-436ee2bd506a)**

* The compliance report must use the UUIDs listed above, under **R2.4.23**

### 301.2.8.5 Notes to test centre

The compliance report should be identical to the compliance report generated by test case **T301.2.2**.

### 301.2.8.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations

## T301.2.9 – Test Case

### 301.2.9.1 Test case description

**Final error check**

### 301.2.9.2 Test case preconditions

* **T301.2.8** has previously been completed successfully during the same test session
* The test system has not been reconfigured or restarted since **T301.2.8** was completed
* The test operator is logged in as user **Usr.301.1**

### 301.2.9.3 Test case steps (instructions)

* Log out of the test system
* Take a copy of the external error log, under **R2.4.7**

### 301.2.9.4 Test case post-conditions (expected result)

* Errors in the external error log must contain at least the information listed under **R2.4.7**

### 301.2.9.5 Notes to test centre

* Check which errors have occurred in the external error log since the start of the test module (compare against the external error log copy obtained under **T301.2.1**)
* Check whether there are have been any errors in this period generated by functions failing to perform under **R2.4.7**
* For any each error that has occurred the current user at the time the error occurred must have had access to the extended error information under **R2.4.8**
* Note that **R2.4.8** is not tested directly unless an error occurs during testing

### 301.2.9.6 Results

Test system operator for this test case

Result

🞏 Correct – result as expected

🞏 Incorrect – unexpected result or outcome

🞏 Incorrect – operation could not be initiated

🞏 Incorrect – crash, timeout or failed to finish for any reason

Observations

One or more of the test case steps…

🞏 …required more than one user action to complete (remark below)

🞏 …provided limited or no feedback to the user (remark below)

🞏 …was dependent on one or more previous user actions (remark below)

Additional remarks on observations



# APPENDIX TO TEST MODULE 301

# 301.A Test data

The test system must be pre-loaded with at least the test data given here.

## 301.A.1 User and group service

### 301.A.1.1 User entities

| Title | Groups | Roles | Comment |
| --- | --- | --- | --- |
| **Usr.301.1** | * Grp.301.1
 | **For Usr.301.1:*** Rol.301.1
 | Power user, member of group with read/write |

### 301.A.1.2 Group entities

| Title | Roles | Comment |
| --- | --- | --- |
| **Grp.301.1** | **For User and Group Service:*** Rol.301.2
* Rol.301.3

**For Role Service:*** Rol.301.2
* Rol.301.4

**For Record Service:*** Rol.301.2
* Rol.301.5
* Rol.301.6

**For Metadata Service:*** Rol.301.2
* Rol.301.7

**For Disposal Scheduling Service:*** Rol.301.2
* Rol.301.8

**For Classification Service:*** Rol.301.2
* Rol.301.9
 | Has read/write for record service, disposal services and classification service (inherited by all group members) |

## 301.A.2 Model role service

### 301.A.2.1 Role entities

| Name | Administrative? | Functions (access control) | Comment |
| --- | --- | --- | --- |
| **Rol.301.1** | No | * User – Browse Records Due For Disposal (**F14.5.178**)
* User – Detailed Report (**F14.5.184**)
* User – Export (**F14.5.185**)
* User – Search (**F14.5.195**)
* User – Summary Report (**F14.5.196**)
 | Power user |
| **Rol.301.2** | Yes | * Entity Type – Inspect (**F14.5.83**)
* Entity Type – Inspect ACL (**F14.5.84**)
* Entity Type – Inspect Event (**F14.5.85**)
* Function Definition – Inspect (**F14.5.87**)
* Function Definition – Inspect ACL (**F14.5.88**)
* Function Definition – Inspect Event (**F14.5.89**)
* Service – Inspect (**F14.5.158**)
* Service – Inspect ACL (**F14.5.159**)
* Service – Inspect Event (**F14.5.160**)
* Service – Report Compliance (**F14.5.163**)
 | Read only services |
| **Rol.301.3** | Yes | * Group – Inspect (**F14.5.101**)
* Group – Inspect ACL (**F14.5.102**)
* Group – Inspect Event (**F14.5.103**)
* Group – Report User Membership (**F14.5.108**)
* User – Inspect (**F14.5.187**)
* User – Inspect ACL (**F14.5.188**)
* User – Inspect Event (**F14.5.189**)
* User – Report Authorisation (**F14.5.193**)
* User – Report Group Membership (**F14.5.194**)
 | Read only users and groups |
| **Rol.301.4** | No | * Role – Inspect (**F14.5.149**)
* Role – Inspect ACL (**F14.5.150**)
* Role – Inspect Event (**F14.5.151**)
* Role – Report Function Definitions (**F14.5.156**)
 | Read only roles |
| **Rol.301.5** | No | * Aggregation – Add Record (**F14.5.3**)
* Aggregation – Close (**F14.5.4**)
* Aggregation – Inspect (**F14.5.12**)
* Aggregation – Inspect ACL (**F14.5.13**)
* Aggregation – Inspect Event (**F14.5.14**)
* Aggregation – Remove Record (**F14.5.22**)
 | Read only – inspect aggregations, add and remove records, close (but not re-open) aggregations |
| **Rol.301.6** | No | * Record – Add Contextual Metadata (**F14.5.115**)
* Record – Cancel Destruction (**F14.5.116**)
* Record – Cancel Transfer (**F14.5.117**)
* Record – Complete Review (**F14.5.118**)
* Record – Confirm Destruction (**F14.5.119**)
* Record – Confirm Transfer (**F14.5.120**)
* Record – Create (**F14.5.121**)
* Record – Delete Residual Event (**F14.5.122**)
* Record – Delete Residual Metadata (**F14.5.123**)
* Record – Duplicate (**F14.5.126**)
* Record – Held (**F14.5.128**)
* Record – Inherit Default Class (**F14.5.129**)
* Record – Inherit Default Disposal Schedule (**F14.5.130**)
* Record – Inspect (**F14.5.131**)
* Record – Inspect ACL (**F14.5.132**)
* Record – Inspect Event (**F14.5.133**)
* Record – Modify ACL (**F14.5.134**)
* Record – Modify Metadata (**F14.5.135**)
* Record – Modify Originated Date/Time (**F14.5.136**)
* Record – Override Class (**F14.5.137**)
* Record – Override Disposal Schedule (**F14.5.138**)
* Record – Released (**F14.5.139**)
* Record – Update Disposal (**F14.5.140**)
 | Read/write records |
| **Rol.301.7** | No | * Metadata Element Definition – Inspect (**F14.5.109**)
* Metadata Element Definition – Inspect ACL (**F14.5.110**)
* Metadata Element Definition – Inspect Event (**F14.5.111**)
* Template – Inspect (**F14.5.171**)
* Template – Inspect ACL (**F14.5.172**)
* Template – Inspect Event (**F14.5.173**)
 | Read only metadata |
| **Rol.301.8** | No | * Disposal Hold – Inspect (**F14.5.63**)
* Disposal Hold – Inspect ACL (**F14.5.64**)
* Disposal Hold – Inspect Event (**F14.5.65**)
* Disposal Schedule – Inspect (**F14.5.77**)
* Disposal Schedule – Inspect ACL (**F14.5.78**)
* Disposal Schedule – Inspect Event (**F14.5.79**)
 | Read only disposal |
| **Rol.301.9** | No | * Class – Inspect (**F14.5.30**)
* Class – Inspect ACL (**F14.5.31**)
* Class – Inspect Event (**F14.5.32**)
 | Read only classes |

## 301.A.3 Record service

### 301.A.3.1 Aggregation entities

| Title | Parent Aggregation | Open/closed | Class | Comment |
| --- | --- | --- | --- | --- |
| **Agg.301.1** | *Root* | Open | Cls.301.1 | Root aggregation |

## 301.A.4 Disposal scheduling service

### 301.A.4.1 Disposal Schedule entities

| Title | Disposal Action Code | Retention Trigger | Retention Period | Comment |
| --- | --- | --- | --- | --- |
| **DiS.301.1** | Retain Permanently | *N/A* | *N/A* | Retain permanently |
| **DiS.301.2** | Destroy | FROM NOW | NO RETENTION PERIOD | Destroy immediately |

## 301.A.5 Classification service

### 301.A.5.1 Class entities

| Title | Parent Class | Disposal Schedule | Comment |
| --- | --- | --- | --- |
| **Cls.301.1** | *Top level class* | DiS.301.1 | Top level class used for classification of records |